



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: SUPPORT SERVICES ASSISTANT (INTERPRETER)

SALARY RANGES:	Range A: \$2,964 - \$3,711 per month Range B: \$3,094 - \$3,873 per month Range C: \$3,383 - \$4,326 per month <i>This classification currently offers a hiring above minimum</i>
TENURE/TIME BASE:	Permanent / Full-time
PROGRAM/DEPARTMENT:	Central Program Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

The Support Services Assistant (Interpreter) provides interpreting and/or transliterating services to deaf or hearing impaired staff or facility visitors, as requested; interpretation is facilitating American Sign Language (ASL) to speech or written English and vice versa; transliteration is from manual English to spoken English and vice versa. The incumbent must have adequate interpersonal communication skills; must have the ability to interpret for up to one hour without a break; must be able to understand and translate for physicians, psychologists, social workers and others who may have advanced or medical syntax, must be able to maintain the same speed as the speaker; must be prepared to be video-taped during platform interpreting; have the ability to quickly and accurately spell unusual multi-syllabic words when translating; knowledge and ability of the meaning of words in order to express appropriately in American Sign Language and the ability to spell out words and when to transliterate into ASL or express in manual English; keeps the hearing-impaired individual informed as to who is speaking as well as to the emotional content of the speaker's vocal intonation, in addition to the actual verbal content while interpreting; will provide adequate speed to the level of the people speaking; performs other duties as outlined in the employee's official duty statement.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer eligibility or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Porter Administration Building (PAB)
Human Resources Examination Unit – Room 124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6525 Becky Zyskowski for questions specific to the essential function of the position only. Civil Service Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.